



**CLARK COUNTY DEVELOPMENT INSPECTION
LAND DIVISION
PRE-CONSTRUCTION CONFERENCE CHECKLIST**

PROJECT NAME: _____ **DIN#:** _____

DATE OF PRECON: _____ **INSPECTOR:** _____

STARTUP:

1. ☐ All necessary permits approved (wetland, shoreline, habitat, SEPA, etc.)
2. ☐ Approved construction plans, utility permits, and traffic control plans are required prior to starting construction on permitted utilities. The County reserves the right to require additions or modifications to traffic control plans or layouts as necessary to effectively control traffic and to assure public safety.
 - **Utility Permits**
 - ☐ Water _____ ☐ Sewer _____ ☐ Storm _____
 - ☐ Traffic Control Plans _____ ☐ Other _____

Utility Permits expire after 6 months. These may be extended prior to expiration.
3. ☐ Road construction signs shall be placed and maintained during the life of the project as required.
4. ☐ A liability policy or other surety in the amount of \$500,000 must be maintained by the owner constructing erosion control facilities. This policy shall be for financial liability relating to the construction or maintenance of facilities, shall name Clark County as an additional insured, and be maintained through the maintenance warranty period.
5. ☐ Notify development inspection at least one business day before starting construction and before restarting construction after a shut down period. Call the inspector.
6. ☐ Notify the One Call Center (1-800-553-4344) for utility locates for construction two (2) business days prior to beginning construction.
7. ☐ Financial guarantees for construction performance are to be submitted to 1300 Franklin Street, Development Inspection for review and processing. Financial guarantees* must be consistent with county format and include a detailed cost breakdown. **Financial guarantees can be used to fulfill requirements for plat recording but not for issuance of building permits.**

8. ☐ Pre-construction photos are recommended. The developer/contractor is responsible for damage, unless otherwise demonstrated.
9. ☐ Contact postal service for determination of new mailbox placement. Call the growth coordinator at 1-800-275-8777. When existing mail boxes must be moved to accommodate construction, contact the postal carrier to determine the temporary location for the boxes. Accessibility must be maintained at all time.
9. ☐ Permitted construction hours are 7:00 am to 10:00 pm, seven days a week {per Public Disturbance Noises ordinance, CCC 9.14.010(3)}.

EROSION CONTROL:

1. ☐ Erosion control shall be properly established, inspected and approved **prior** to commencement of clearing work and maintained throughout the life of the project with a daily maintenance log. Dust control shall be implemented as necessary. Failure to implement and maintain shall result in the issuance of a correction notice and/or stop work order or citation until corrected. All development activities are required to be supervised by an individual certified by DOE approved courses in erosion and sediment control.

Name of certified individual: _____

Phone # _____ *Certification #:* _____

2. ☐ Delineation and protection of wetland buffers and other sensitive areas shall be properly established, inspected and approved **prior** to clearing and grubbing.
3. ☐ Final site erosion control measures shall be in place before final walk through and maintained for the warranty period. All disturbed soil surfaces shall be stabilized by a suitable application of "Best Management Practices". Stripping, topsoil and unsuitable material stockpiles shall be hydroseeded and/or covered with suitable BMPs. During winter and wet weather conditions, stockpiles shall be covered with plastic sheeting.
4. ☐ Erosion control signage shall be installed at each point of entry for any subdivision or short plat prior to issuance of provisional acceptance. Signs may be purchased from International Graphics and Nameplate, Inc. located at 14413-C NE 10th Ave. Vancouver, WA 98685. You may contact them by phone at (360) 699-4808.

STORM SYSTEM:

1. ☐ Storm manholes, catch basins and drywells will be grouted around all pipes, inside and outside and riser rings. Storm manholes will be channeled.
2. ☐ Pipe will be bedded as necessary and the pipe zone compacted.
3. ☐ Catch basins will have traps installed.

4. ☐ Grass shall be well established before water is introduced into water quality swales. All storm facilities must be functional and operational prior to paving. Vegetation shall be maintained and good condition as a condition of provisional acceptance. Irrigation may be required.
5. ☐ Developer is responsible for maintenance of public storm facilities during the two year maintenance warranty period.
6. ☐ All catch basins shall have the appropriate stencil placed on pavement at front of basin.
7. ☐ All swales and wetlands shall have the appropriate signs placed at proper intervals. Signs are available for purchase from International Graphics and Nameplate, Inc. located at 14413-C NE 10th Ave. Vancouver, WA 98685. You may contact them by phone at (360) 699-4808.
4. ☐ You must notify your Development Inspector at least one (1) business day prior to installing any underground storm line. Failure to do so will require video taping the entire storm line at your expense. In addition, all perforated systems will be exposed at locations determined by development inspection to verify correct installation.

TRENCHING:

1. ☐ All trench work shall comply with Washington Department of Labor and Industry Safety Standards.
2. ☐ Pipe zone material will meet Clark County required specs. All trench backfill within the road prism shall be imported gravel backfill from an approved source. If native soils are proposed to be used for backfill, a **Request for Approval to Use Native Trench Backfill** form* and required submittals must be submitted for review and approval by the Development Inspection Construction Manager **BEFORE USE ON PROJECT**. A cover sheet with summary of findings and recommendations must be stamped, dated and signed by a civil engineer who practices in the Geo Technical field.
2. ☐ All compaction shall comply with WSDOT standards. Test results shall be submitted to Development Inspection and are required as a condition of provisional acceptance.
3. ☐ Prior to paving, the contractor shall submit a completed Clark County Prepaving Checklist* showing that all utility work is complete and accepted by the appropriate agency, including televising of systems, unless otherwise agreed to by the utility purveyor. For HDSD, a pre-paving as built submittal is required.
4. ☐ Completion of unity trench work is strongly encouraged before provisional acceptance of the project. Unity trench work that follows provisional acceptance may be subject to requirements of CCC 12.20 and may require a County Utility Permit.

EXISTING COUNTY ROADS:

1. ☐ All pavement is to be straight cut prior to paving in county right of way. This includes all existing pavement that needs to be removed to provide a smooth transition for ride and drainage. Tapers will be adjusted to accommodate existing driveways.

2. ☐ All utility poles requiring relocation as part of frontage improvements shall be removed before paving. PUD contact: Scott Palmquist 360-992-8821 or 360-608-0997
3. ☐ If any County signs need to be relocated, except electrical, call County Maintenance and Operations at 397-2446.
4. ☐ All signs must be maintained within the county right-of-way. Signs that have been removed must be put back in a temporary location that does not compromise the traveling public.
5. ☐ When installing utilities in an existing county road, the road will be restored with cold mix or permanent pavement prior to work continuing onsite. Permanent repaving is required on the first suitable day. Temporary striping will be placed after any paving that results in a change or damage to existing striping.
2. ☐ Affected property owners must be notified of road closures one at least (1) business day prior to closure. Road closures must be approved by Public Works Transportation Department at 1300 Franklin Street, 4th Floor, Vancouver, WA 98660.

INTERNAL:

1. ☐ All wheel chair ramps will be constructed with the project. Where the sidewalk ends at the property line, an F-23 sidewalk barricade shall be installed. Detectable warnings meeting ADA requirements will be required.
2. ☐ Sidewalks will be constructed with the project where there is an existing house, drainage facility or along roads that do not allow access from lots. Roof Drain and footing drain weep holes will be installed in curb where required.
3. ☐ Contractor is responsible for coordinating with appropriate utilities when locate stamps are required on curbs.
4. ☐ Old wells and septic tanks to be sealed by approved state method and proper certificates obtained and a copy submitted to the inspector.
5. ☐ Contractor shall properly dispose of all debris from the project. Landfill or transfer station receipts may be required as proof of proper disposal of solid waste material or trash found on onsite.
6. ☐ Any fencing proposed to be located in county right-of-way must not interfere with signage or sight distance requirements.
7. ☐ Fills on lots must maintain a minimum setback of 2 feet from property lines per the IBC. Daily reports from Geotech or other qualified soils professional documenting soils work performed and results of testing will be submitted on a weekly basis.
8. ☐ Where the grading activity creates a fill of one foot or more or steep slope in preparation for a building site, a Soils Bearing Capability Report from the Engineer or Geotechnical Engineer is

required prior to issuance of a building permit and as a condition of provisional acceptance. Compaction shall meet the requirements of IBC.

9. ☐ Is there anticipated to be excess material? Yes _____ No _____. If yes, was the disposal covered in the SEPA? Yes _____ No _____. If yes, where are the disposal sites _____

If no, a disposal site must be located with an approved SEPA. Copies of grading permits for all proposed disposal sites must be submitted to Development Inspection before use.

MISCELLANEOUS:

1. ☐ Crushed surfacing must be from an approved source. If source is not currently approved, documentation must be supplied indicating material will meet WSDOT specifications.
2. ☐ All subgrade under paved surfaces, curbs, sidewalks, buildings, footings, slabs and concrete walls shall be compacted to 95% of maximum relative density using AASHTO T-99 standards. The geotechnical engineer shall submit compaction test results to the inspector for proper certification of fill placement.
3. ☐ One complete sets of paper "As-built" plans, stamped by the engineer, must be submitted to Development Engineering before a final walk through or punchlist will be developed. As-builts will show any change in pipe i.e.'s and slope, catch basin and manhole top elevations, drainage swales, location and depth of fills on lots, and any other pertinent information. After any necessary corrections have been made, a complete set of final mylar "as-builts" will be called for by Development Engineering. These mylars will be approved prior to provisional acceptance.

MAINTENANCE WARRANTY:

1. ☐ Maintenance security* for public transportation and stormwater improvements must be submitted to Development Inspection prior to provisional acceptance of the project. Security will be for 2 years. The amount of the security is calculated by taking 10% of construction cost of stormwater facilities and adding 10% of cost of remaining public improvements.

*Note: Visit our web page at www.wa.clark.gov/comdev/engineering/documents.html to download forms and checklists referred to in this Preconstruction Conference Checklist.

COST RECOVERY POLICY/CONTRACTOR AGREEMENT TO PAY:

Clark County Code Chapter 6.110A provides for stormwater and transportation inspection fees for short plats, subdivisions and site plans. These fees cover regular inspection services which are paid by the project developer at the time of engineering plan submittal.

Fees for reinspection and/or for inspection outside of normal working hours are in addition to regular inspection fees and are the responsibility of the project prime contractor. These fees are charged to the project prime contractor on a cost recovery basis.

Any outstanding inspection fees must be paid prior to plat recording for short plats and subdivisions or for issuance of occupancy permit for site plans. In cases where a construction performance guarantee has been posted in lieu of completion of improvements, outstanding inspection fees are likewise paid prior to plat recording. However, any additional inspection fees incurred between plat recording and completion of improvements must be paid prior to provisional acceptance or will be recovered out of such performance guarantee and retained by the County at the time of release of the guarantee.

Please refer to the attached "Fee Summary for Stormwater and Transportation Inspection" for more detailed information.

Signature of the prime contractor below constitutes an acknowledgment of receipt of both this Preconstruction Conference Checklist and the Fee Summary referenced above, and an agreement to pay fees associated with reinspection and/or inspection outside of normal working hours in accordance with County Code.

PRIME CONTRACTOR (SIGN & PRINT NAME)

DATE

Billing Address: _____

Signatures below constitute acknowledgment of receipt of a copy of this Preconstruction Conference Checklist.

DEVELOPER / DEVELOPER REPRESENTATIVE

DATE

DEVELOPER'S ENGINEER

DATE

*Attachment: Fee Summary for Stormwater and Transportation Inspection